



ALABAMA AUDUBON

Position description

Black Belt Coordinator

Primary locations: Birmingham and Hale, Perry, Dallas, and Marengo Counties

Supervisor: Development Director

Updated: 2020-02-18

About Alabama Audubon:

Founded in 1946 as the Birmingham Audubon Society, Alabama Audubon has since grown to become the state's leading nonprofit promoting conservation and a greater knowledge of birds, their habitats, and the natural world. As the primary Audubon organization for most of Alabama, we provide a variety of services to the state's birds and bird lovers, including field trips, adult courses, support for researchers and educators, scientific research, habitat restoration, and coastal bird stewardship and monitoring. While we work closely with our partners at the National Audubon Society, we are an independent 501(c)(3) organization with staffed offices in Birmingham and on the Alabama Gulf Coast.

About Alabama Audubon's Black Belt Birding Initiative

Originally named for its fertile dark soil, Alabama's Black Belt today hosts an impressive array of seasonal bird species, including wood storks, scissor-tailed flycatchers, and painted buntings. Alabama Audubon's Black Belt Birding Initiative works to bring the economic and environmental benefits of bird-based ecotourism to this important rural region through field trips, special events, research partnerships, and nationwide outreach. By leveraging our organization's expert staff and statewide reach, the Initiative aims to build excitement for wildlife viewing and conservation in one of the most economically challenged rural regions in the country. Find out more at alaudubon.org/blackbelt.

About the position:

Alabama Audubon's BLACK BELT COORDINATOR works to ensure the long-term success of our outreach and conservation initiatives in the Alabama Black Belt region, with a particular emphasis on Hale, Perry, Dallas, and Marengo Counties. As a key member of our staff, the Black Belt Coordinator works in close consultation with Alabama Audubon's senior leadership team to: 1) develop and promote bird-related ecotourism in the Black Belt; 2) ensure continued funding for Alabama Audubon's Black Belt initiatives; 3) manage and maintain key partnerships with Black Belt stakeholders, including local volunteers; 4) keep the public and key partners informed about our Black Belt work; 5) develop and implement outreach programs aimed at helping Black Belt communities and tourists steward, learn about, benefit from, and enjoy local bird populations.

This is a non-exempt, salaried, twelve-month position funded in part by a three-year grant; continuation of this position after three years is contingent on additional funding.

Core responsibilities:

The Black Belt Coordinator is the primary staff member responsible for:

- developing and implementing successful ecotourism and outreach programs within Black Belt communities;
- identifying, managing, and maintaining key external relationships necessary for the success and continued funding of our Black Belt initiatives;
- assisting the Executive Director and Development Director with grant-writing tasks relevant to the future of our Black Belt work;
- recruiting and managing local volunteers to participate in outreach programs, lead bird walks, and advocate on behalf of Black Belt bird conservation;
- working with the Outreach & Communications Director to communicate information about our Black Belt work to the general public, the press, and to specific stakeholders;
- working with the Science & Conservation Director to identify research opportunities within the Black Belt region;
- coordinating, managing, and promoting key Black Belt events, including but not limited to our seasonal Black Belt Birding Tours and a to-be-developed regional birding festival;

Other responsibilities:

In addition to his/her core responsibilities, the Black Belt Coordinator will also:

- represent Alabama Audubon at regional and national meetings;
- use our membership and donor database for volunteer recruitment and management;
- assist with the preparation of official reports on our Black Belt activities;
- regularly travel to communities within the Black Belt region;
- support other duties as appropriate and as assigned by the Executive Director.

Relationships:

Internal:

The Black Belt Coordinator will:

- report directly to the Development Director;
- work with the Executive Director, Operations Manager, Outreach & Communication Director, Science & Conservation Director, and other staff members on aligned duties;
- work directly with Alabama Audubon members and volunteers, and with non-member participants in Alabama Audubon programs;
- attend and present at Alabama Audubon board meetings, committee meetings, and membership programs, as necessary.

External:

The Black Belt Coordinator will also interact regularly with:

- representatives of local, state, and federal governments;
- local, national, and international conservation partners;
- community partners, including both private- and public-sector entities;
- area faith-based organizations and communities;
- local and national media outlets;
- donors and funders;
- the public at large.

Basic qualifications

The Black Belt Coordinator *must* possess:

- a deep commitment to Alabama Audubon's core mission, and to the inclusive philosophy upon which our Black Belt initiatives are based;
- *exceptional* people skills, including an enthusiastic desire to work with socio-economically, racially, and geographically diverse communities;
- experience with, or a willingness to learn more about, the unique ecology and history of the Black Belt region;
- at least two years of experience working in a nonprofit, business, or governmental setting;
- comfort using macOS, as well as proficiency with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook);
- excellent time-management skills, including the ability to work evenings and weekends as necessary;
- an ability to work in both team and partnership settings with a range of personality types;
- a willingness to travel, including on occasional overnight trips;
- a willingness to submit to a background check;
- a valid driver's license and independent, reliable means of transportation.

Preferred qualifications include:

- two years of experience in program development, marketing, and/or tourism promotion.

Physical requirements:

The Black Belt Coordinator must be able to:

- carry out a wide variety of physical tasks (e.g., lifting, reaching, bending, pushing, pulling, sitting, walking, typing, driving, standing, speaking) under a variety of conditions, both indoor and outdoor;
- tolerate a variety of challenging field conditions, including difficult weather (hot, cold, wet, inclement), remote and inaccessible locations, and inhospitable vegetation.

It is the policy of Alabama Audubon that all persons are entitled to equality of opportunity in all areas of employment regardless of race, sex, sexual orientation, disability, age, national origin, religion, veteran status, genetic information, or other legally protected status.

To apply, email a cover letter, resume, and three references (all in PDF format) to: ansel@alaudubon.org, subject line: Black Belt Coordinator Search. Application deadline is 31 March 2020.